

## Purpose

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Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Quota Overview** service is located in the 'My Working Time' workset in ESS. Employees can use this service to monitor their quota entitlements and to plan time off.

The following two balances are displayed:

- **Entitlement** - The entitlement balance shows the amount the employee has accrued so far.
- **Remainder** - The remainder balance shows the current balance (Entitlement minus used).

### Trigger

Use this service in Employee Self-Service (ESS) to display your leave (quota) balances.

### Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

### Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal → ESS → My Working Time → Quota Balances

### Transaction Code

ESS

### Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

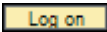
## Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essuser1, **MySCEmployee** powered by **SCEIS**

Help | Personalize | Log Off

Welcome | **Employee Self Service** | Alerts and Information | Universal Worklist

### Welcome to the SCEIS Employee Portal

A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.) In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.

### News Of Interest

- A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.)
- Finalizing roll out phases. In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.
- Note: The Portal will be unavailable weekdays from 8pm to 9pm and on Sundays from 2 to 5 pm for regular Maintenance.

### Helpful Links

- SC Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- State Holidays
- SCEIS
- BLOG

5. Click the Employee Self-Services tab

Welcome essuser1, **MySCEmployee** powered by **SCEIS**

Welcome | **Employee Self Service**

**My Overview** | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Employee Self-Service provides South Carolina employees with easy access to information and services.

**My Employee Search**

- \*State Employee Directory

**My Pay**

- \*Pay Statements
- \*Total Comp Statement
- \*Employee Verification
- \*Bank Information (Direct Deposit)
- \*W-4 Tax Withholding
- \*Voluntary Deductions

**My Benefits**

- \*Employee Insurance Program Websites
- \*Retirement Forms

**My Career**

- \*State Jobs
- \*Training and Development

**My Working Time**

- \*Record Working Time
- \*Holiday Schedule
- \*Leave Requests
- \*Quota Overview
- \*State Employee Leave Package
- \*Time Statements

**My Personal Info**

- \*Address and Emergency Contacts
- \*Personal Data

**My Travel and Expenses**

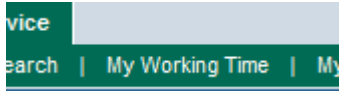


- \*Expense Reports
- \*Travel Requests

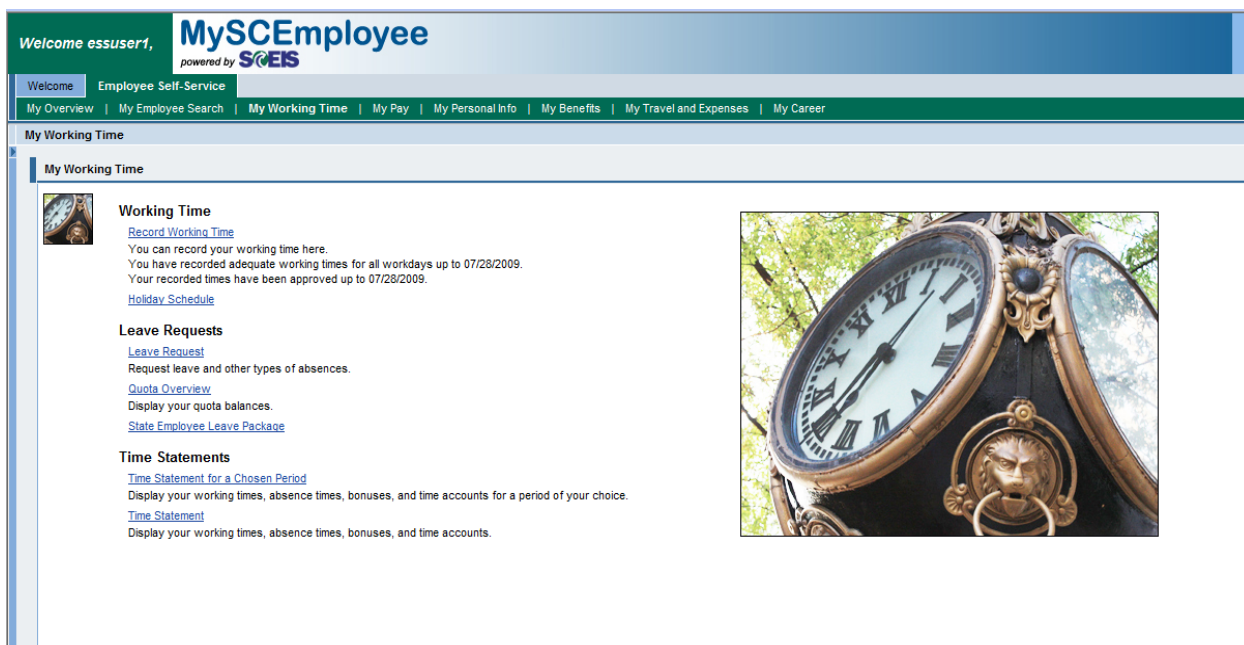


The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by

performing one of the following functions:

Activity	Notes
	Select the workset <b>TAB</b> . The workset tabs are located below the main ESS tab.
	Click the <b>ICON</b> for the workset.
	Click the main <b>LINK</b> for the workset.




Welcome essuser1, **MySCEmployee**  
powered by **SCEIS**

Welcome | Employee Self-Service

My Overview | My Employee Search | **My Working Time** | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

**My Working Time**

**My Working Time**

 **Working Time**  
[Record Working Time](#)  
 You can record your working time here.  
 You have recorded adequate working times for all workdays up to 07/28/2009.  
 Your recorded times have been approved up to 07/28/2009.  
[Holiday Schedule](#)

**Leave Requests**  
[Leave Request](#)  
 Request leave and other types of absences.  
[Quota Overview](#)  
 Display your quota balances.  
[State Employee Leave Package](#)

**Time Statements**  
[Time Statement for a Chosen Period](#)  
 Display your working times, absence times, bonuses, and time accounts for a period of your choice.  
[Time Statement](#)  
 Display your working times, absence times, bonuses, and time accounts.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Quota Overview** service, click the link [Quota Overview](#).

Welcome essuser1, **MySCEmployee**  
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Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Time Accounts**

Time Accounts

Quota Type: All Types On Key Date: 8/27/2009

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Annual Leave	2/14/2009	12/31/9999	65.63 Hours	24.63 Hours
Sick Leave	2/14/2009	12/31/9999	65.63 Hours	65.63 Hours
Holiday Comp	11/27/2009	2/27/2010	0.00 Hours	0.00 Hours
Holiday Comp	12/25/2009	3/25/2010	0.00 Hours	0.00 Hours

Done



The following two balances are displayed:

- **Entitlement** - The entitlement balance shows the amount the employee has accrued so far.
- **Remainder** - The remainder balance shows the current balance (Entitlement minus used).



To narrow the display to a specific **Quota Type**, select the quota type from the drop-down and click . Note: The system will default to display 'All Types.'



The balance are defaulted as of the current date. To display balances for another date, enter the date in the '**On Key Date**' field and click .

8. To exit the overview screen and return to the 'My Working Time' area page, click .

**Result**

You have displayed your quota balances.